AIR FORCE MODELING AND SIMULATION RESOURCE REPOSITORY

USER'S MANUAL

NOVEMBER 1998

Disclaimer

To allow for design and functional improvements of the AFMSRR, information in this document is subject to change without notice and does not represent a commitment on the part of the Air Force to any entity identified therein. The on-line information service described in this document is open to the public. The information available on the AFMSRR has been cleared for public release and is available for reproduction unless otherwise noted on the web site. To gain access to the service, users will need their own network interface and web browser software, for which the government assumes no responsibility. Users must comply with the vendor copyright and license requirements accordingly. Any reference to a specific software application in this document is for general information purposes only and is not an endorsement. The U.S. Air Force shall not be liable for direct, incidental or consequential damages resulting from the furnishing, performance, or use of this manual. This document is unclassified and may be reproduced and distributed.

Requests for copies of this document should be sent to

Air Force Agency for Modeling and Simulation
12350 Research Parkway
Orlando, Florida 32826-3276
Phone: 970-5700 (DSN) * 407-208-5700 (COMM)
Email: afams@afams.af.mil

Table of Contents

Chapter 1 – Introduction

What is the AFMSRR?

The Air Force Modeling and Simulation Resource Repository (AFMSRR) is part of a DoD-wide system of Modeling and Simulation (M&S) databases that allows users to discover, access, and obtain M&S resources in support of military assessments, training, and acquisition. It is a web-based application that provides users the ability to search or browse a catalog of records containing descriptions of models, simulations, databases, tools/utilities, standards, publications, points of contact, and related web sites.

The AFMSRR was developed to foster the reusability and interoperability of M&S applications and databases, and thereby serve to reduce redundancy and developmental costs.

What is the Process?

The AFMSRR is a user-friendly system that is based upon the support of the AF M&S community. Whether entering, reviewing, accepting, or maintaining the resource, responsibility is passed through the AFMSRR from resource owner to reviewers and back to owners over set periods of time. This committed support from the users is the basis of the AFMSRR solution to the principle of providing pertinent and timely information.

Entering the Resource

Individuals are encouraged to register the resources they either use or develop in the course of their AF duties. M&S related resources can be entered into the AFMSRR by any submitter. This initial action, described in detail in Chapter 2, is the first step in registering a resource in the AFMSRR and thereby making it available to the M&S community at large.

Reviewing the Resource

After entering a resource, the next step in the process is a review of the submission. This review is structured to satisfy the requirements of the organization owning the resource (normally the major command of the submitter). Based upon the review requirements of that organization, the process involves assessing the applicability and usefulness of the information. Some review issues considered include security assessment, quality of the information, timeliness of the resource, and organizational political considerations.

Accepting the Resource

Acceptance of the resource is the responsibility of all levels of the organization, from the initial reviewer to the final reviewer, which entails a minimum of three levels of review. This acceptance process is designed to assure that resources not suitable for the AFMSRR are not entered into the system.

Maintaining the Resource

Maintenance of the resource once accepted as a part of the AFMSRR is still the responsibility of the owner of the resource. The owner of the resource remains responsible for updating and assuring currency of the information. The AFMSRR management team also shares responsibility for currency and sends out periodic automated messages requesting updated information. If the information becomes dated and of questionable value, the information can be dropped after conferring with others in the resource chain of command.

About This Manual

This manual provides information needed to use the AFMSRR application.

- **Introduction** acquaints users with the AFMSRR application and its mission.

- **A Tour of the AFMSRR** provides an overview of the application and gives guidance on how to access the information and interactive forms.

- **Resource Owner Responsibilities** details the administrative functions available to an owner of a resource in the catalog.

- **Resource Coordinator Responsibilities** explains the administrative and management functions available to the resource coordinator. Typical functions included here are managing approval chains, maintaining the taxonomy structure, and updating personal data for all resource owners.

- **Troubleshooting** identifies typical problems and offers some solutions.

- **Glossary** provides a quick reference to important terms.

Responsibilities

The Air Force Agency for Modeling and Simulation (AFAMS) has the responsibility to implement the AFMSRR, as directed by Headquarters Air Force Director for Command and Control (HQ AF/XOC), serving as the official Air Force node of the DoD MSRR.

Goal

The goal of the AFMSRR is to provide a single source for information about and access to DoD models, simulations, data sources, and other M&S resources in order to facilitate reuse, avoid duplication, and promote communication across the M&S community. Air Force organizations that have existing models, simulations, data sources, algorithms, and other M&S resources are expected to register with the AFMSRR.

The AFMSRR also provides a seamless information infrastructure to support Air Force Major Commands (MAJCOMs), Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), and support organizations with modeling and simulation resources into the 21st century. The AFMSRR, with its ease of use and accessibility provides individuals inside and outside the Air Force with pertinent and timely information to assist in management decisions and cost avoidance.

Background / Operation

The AFMSRR operates as a central repository with decentralized control. Data maintained within the repository is descriptive data about items that exist elsewhere, whether in electronic or other physical form. Control of and responsibility for the descriptive data resides with the points of contact for the resources, sponsoring Air Force organizations, or MAJCOMs/FOAs/DRUs. The AFMSRR does not control access to the physical resources registered within, only to the descriptive information or metadata. Access to the physical resource is maintained by the resource owner.

The AFMSRR was established in accordance with the DoD Master Plan for Modeling and Simulation dated October 1995.

System Requirements

The minimum recommended hardware to access and use the AFMSRR via a PC is a 486 CPU with 8MB of RAM and a color VGA monitor. For dial up connections, a modem should support a baud rate of at least 14,400 BPS. 28,800 BPS is strongly recommended to enhance speed of connectivity. A high-resolution monitor capable of displaying 256 colors at 800 by 600 pixel resolution is recommended for optimal viewing of the AFMSRR.

A web browser, software for navigating the World Wide Web (WWW), is necessary to use the AFMSRR. The system is designed for use with web browsers from the Microsoft Corporation Internet Explorer (MSIE) or Netscape Communications Corporation Netscape Navigator (NN). MSIE version 3.x requires the ActiveX

components to be turned ON in order to provide support for the numerous JavaScript used throughout the site. These can be checked from the View/Options/Security menu on MSIE.

Netscape Navigator (NN) 3.x or higher JavaScript must be enabled. It is found under the edit/advanced menu in Communicator 4.x. In earlier versions, JAVA enable is found under the options/network/languages menu. Generally JAVA is enabled as the default.

Internet Connectivity

All Internet connections require a Transport Control Protocol/Internet Protocol (TCP/IP) network interface to package data for transmission over the Internet. If you are working on a local area network (LAN) or computer that is attached to the Internet, you have a TCP/IP interface. If you do not already have Internet access from your computer, you will need to establish a connection to an Internet service provider. Connecting to the Internet is beyond the scope of this manual. Contact your local system administrator for assistance.

Locating the AFMSRR Home Page

Using the AFMSRR is simple. A computer with an Internet connection and a web browser are all that you require. To access the AFMSRR, enter the address of the AFMSRR Home Page...

http://afmsrr.afams.af.mil/

in your browser address bar and select *Enter*. To save time, you may bookmark the AFMSRR address. To do this (with most browsers) select *Add Bookmark* or *Favorites* from the standard buttons toolbar while you are at the AFMSRR location.

Your browser will automatically save the address. Then, to access the AFMSRR from the bookmark menu, click on Air Force Modeling and Simulation Resource Repository. Most browsers allow you to set the default page (the page that comes up when the browser is started). If you want to set the AFMSRR home page as the default, consult your browser user manual for details. Setting your default home page is typically done under *Options* or *View*, depending on the web browser in use. Once you are at the AFMSRR home page, click on the hypertext links (buttons or highlighted/underlined words) to access specific information categories of interest to you.

About Web Browsers

You can access the AFMSRR with any web browser. The documents you view are designed to enable you to transfer from one document to another by selecting the hypertext links.

Web browsers have many built-in features and options to help users navigate documents. Most browsers have a *Forward* and *Back* button that allows you to move back and forth between web pages without clicking on a hypertext link. Most browsers also have a *Find* button that allows you to perform a key-word search for a specific word on a given web page.

When you attempt to access the AFMSRR's different information resources, it may take a while before a connection is established. Sometimes graphics may not appear, and sometimes you may be unable to connect. Variability in connection problems on the Internet is common. If you are experiencing connection problems, click on *Stop*, then the *Reload* or *Refresh* button to try again.

Important Note: Due to variations between web browsers, your screen may not appear exactly as shown in the illustrations displayed throughout this manual.

How To Get Help

For AFMSRR assistance, send email to the AFMSRR Resource Coordinator at afmsrr@afams.af.mil or call (407) 208-5700.

To provide comments, feedback, or for general modeling and simulation related assistance, email AFAMS at afams@afams.af.mil or phone (407) 208-5700 or DSN 970-5700.

Chapter 2 - A Tour of the AFMSRR

The Home Page

The home page is the point of entry into the AFMSRR application. It can be accessed directly at…

http://afmsrr.afams.af.mil/

or indirectly by selecting the AFMSRR link on the Air Force Agency for Modeling and Simulation (AFAMS) home page at …

http://www.afams.af.mil/
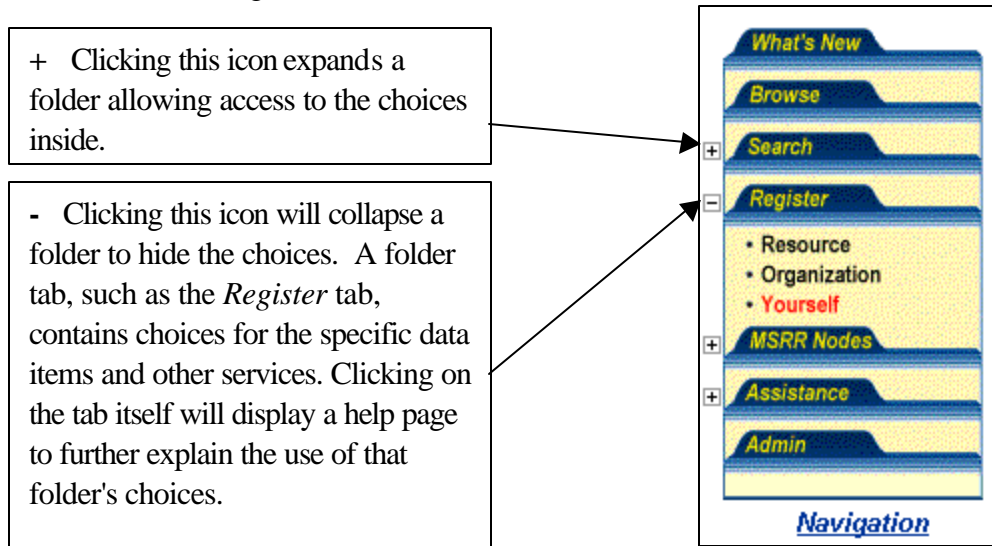
The AFMSRR home page is composed of:

- **Navigation Bar** – located vertically on the left-hand side of the page. This bar contains links that provide access to different components of the application. To retrieve the information or form you want, select the appropriate folder.

- **Display/Edit Area** – located on the right-hand side of the page. This is the area where you will enter, edit or view information manipulated by the application. When you first enter the system, a brief definition and goal statement are displayed here, along with links to the Air Force, AFAMS, and AF/XOC home pages.

- **Username Area** – located beneath the Navigation Bar on the bottom left-hand side of the page. Once you log on, your username is displayed here and remains until you log off.

The Air Force MSRR is quite easy to use. You will need a JavaScript and frames capable browser (e.g., MSIE 3.02 or higher or NN 3.0 or higher). The navigation bar on the left will almost always be present. This feature allows you to quickly move from one section to another. At times, a totally new window will be opened in order to provide you with access to the contents of both windows simultaneously.

The folder icons on the navigation bar allow ready access to all the data and services available. The AFMSRR will keep track of which folders you have open. In fact, your settings will remain, even between sessions, so when you return to the AFMSRR, the same settings are available for your use.

This site also uses frames to improve navigation and speed access. Upgrading to the latest browser version should always be considered as new features will only be available via the latest version and many times the new version corrects deficiencies in prior versions. However, we recommend NOT using beta software as it may have unpredictable results.

The following portion of the Navigation Bar is highlighted to explain functions associated with navigation choices.

+ Clicking this icon expands a folder allowing access to the choices inside.

- Clicking this icon will collapse a folder to hide the choices. A folder tab, such as the *Register* tab, contains choices for the specific data items and other services. Clicking on the tab itself will display a help page to further explain the use of that folder's choices.

Folders available on the Navigation Bar, explained below, include *What's New, Browse, Search, Register, MSRR Nodes, Assistance,* and *Admin.*

What's New

> *What's New* is a report tool. By using the drop down box provided, you can generate a listing of the newest items added to the catalog within a specified time period (1 day, 1 week, 1 month, 3 months, 6 months, or 1 year). Select the desired timeframe, check the resources you wish to include in your report, and select *Get Report*. All checked resources submitted within the indicated time period will be retrieved. To view the detail of a particular resource, select its title.

Browse

> *Browse* is a method for discovering data without having to run searches or complex queries against the database. You can browse by *Resource Type* or *Organization*.

> The Browse screen is a great start for your first visit to the AFMSRR. It provides general information about what sort of data is found in the AFMSRR.

Select the *Browse* from the left menu frame and view the selections available to you on the right frame.

Browse is a method of viewing data without having to run searches or complex queries against the database. It is possible to browse through the data in a systematic way by clicking on each of the choices below.

Browse Resources by Type

This allows browsing of resources by *Type* or by *Sponsoring Organization*.

Type refers to categories of modeling and simulation resources available. The level of detail available for these resources is substantial. In some cases the resource will be available for immediate download. In other cases, you will need to follow the instructions provided. Clicking on the category will display all resources listed in that category. The following categories of resources are currently available:

- **ALL** - every resource registered in the AFMSRR in a single report listed by category.

- **Data Sources** - Specification of facts, parameters, values, concepts, or instructions in a formalized manner suitable for communications, interpretation, or processing by humans or by automatic means.

- **Models** - A model is any physical, mathematical, or otherwise logical specification of a system, entity, phenomenon, or process.

- **References** - Any documents which are related to modeling and simulation of interest to the general Air Force community.

- **Simulators** - A physical device used to implement a model or simulation. Most frequently used as a trainer for human subjects. e.g., Theater Exercise Intelligence Simulator

- **Simulations** - Simulations are methods for implementing a representation over time.

- **Support Tools/Utilities** - A software program used for knowledge acquisition and engineering, mission space objects, or system development. e.g., Distributed Wargaming System (DWS)

- **Related Sites** - M&S related Websites, and/or other electronic communication.

By selecting *Sponsoring Organization* you can browse by MAJCOM/FOA/DRU level or lower. The top-level organizations include the following:

- ACC (Air Combat Command)
- AETC (Air Education and Training Command)
- AFAMS (Air Force Agency for Modeling and Simulation)
- AFCA (Air Force Communications Agency)
- AFCQMI (Air Force Center for Quality and Management Innovation)
- AFDC (Air Force Doctrine Center)
- AFLMA (Air Force Logistics Management Agency)
- AFMC (Air Force Materiel Command)
- AFOTEC (Air Force Operational Test & Evaluation Center)
- AFRC (Air Force Reserve Command)
- AFSAA (Air Force Studies and Analysis Agency)
- AFSOC (Air Force Special Operations Command)
- AFSPC (Air Force Space Command)
- AIA (Air Intelligence Agency)
- AMC (Air Mobility Command)
- ANG (Air National Guard)
- AWS (Air Weather Service)
- HQUSAF - XOC (Directorate of Command and Control)
- PACAF (Pacific Air Forces)
- USAFA (United States Air Force Academy)
- USAFE (United States Air Forces in Europe)

Browse Points of Contact

Browsing *AFMSRR Registered Points of Contact* provides a sequential listing of personnel registered with the AFMSRR. Listing may be ordered by last name, by date registered, or by organization.

Browsing *Registered Points of Contact from Army, Navy, & Air Force MSRRs* provides a sequential listing of personnel registered with the Tri-Service MSRRs.

Information provided in both categories includes name, phone number, organization, and email address. Everyone is encouraged to register and enter a brief bio of their M&S expertise. By providing that level of detail, a search (to be discussed later) of *Points of Contact* will enable you to discover personnel with a particular expertise.

Browse Organizations

Organizations represent the Air Force MAJCOMS/FOAs/DRUs and lower level units involved in modeling and simulation. Using the choices

in this folder, you may browse the organizations searching for a particular capability represented by that organization.

Search

Search allows you to locate a registered resource even if you're not sure exactly what you are looking for. There are two search options available, Standard and External.

Standard Search

The *Standard Search* searches only the local AFMSRR resources. Check which resource types you wish to include in your search by using the checkboxes, enter the text string you wish to search for and select *Search.* When the results are returned, you can view the detail of a particular resource by selecting its title.

Search Points of Contact

Search Points of Contact allows you to search for personnel registered in the local AFMSRR. Enter the name of the person, or capability you want to associate with a POC, and select *Search.* You can view the detail of a particular POC record by selecting the name.

External Search

The *External Search* allows you to search beyond the local Air Force MSRR into the Army and Navy MSRRs. Check the nodes you wish to include in your search, enter the text string you wish to search for and select *Search.*

When results are returned, each record will be marked with the name of its home repository (Air Force, Army, or Navy). You can view the detail of a particular resource, even a resource originating in a different repository, by selecting its title.

External POC Search

The *External POC Search* allows you to search for personnel registered in the local Air Force, Army, or Navy MSRRs. Check which nodes you wish to include in your search, enter the name of the person you wish to search for and select *Search.*

When results are returned, each record will be marked with the name of its home repository. You can view the detail of a particular POC, even a POC registered in a different repository, by selecting the name.

Register

Register is how all the data gets into the AFMSRR. Just select the appropriate resource type and fill in the form that is displayed. <u>You must register yourself prior to registering any other resource type.</u>

During data entry, you may click the highlighted field titles to view more descriptive information of the data field. Fields marked with a red [R] are required and must be filled in prior to submitting the final form.

Yourself

Registering yourself is an easy and very important part of the AFMSRR process. Registering yourself as a POC enters you into the AFMSRR database of POCs with a particular M&S skill. This allows someone doing a search of the AFMSRR to locate individuals with expertise in a particular area they are interested in finding.

Additionally, you must be a registered member of the AFMSRR to be a resource owner within the AFMSRR. Anyone desiring to register a resource must first register themselves to make sure we have a current listing of their POC information to keep the resource data base current. Periodically you will receive an email notice from the AFMSRR verifying your current address. You may wish to take the opportunity to go online and verify your other POC info as well.

Register a Resource

Registering a resource is also quite easy. By following the web-based template of the resource category you are registering, you will be guided through a list of characteristics of that resource that provide additional information to the end user. That information describes details such as sponsor, narrative, mission area, standards compliance, and hardware/software requirements. Types of resources that can be registered are the same as listed in *Browse Resources* earlier in this chapter.

Register an Organization

Registering an organization is also easy to do. Registering your organization will allow you to browse and search resources owned or

sponsored by your group, a very useful management tool in helping you, or potential customers, in identifying resources you are responsible for maintaining. By selecting a sponsor (top level organization such as ACC, AFMC, AFSPC, etc.) you can enter your organization into the repository by including information such as a narrative, related URLs, and contact information. If approved for sponsorship, you will be contacted for the additional information required to complete the process (such as approval chains, etc.).

Assistance

Assistance is available in several forms. You can track previous versions of the AFMSRR to see what enhancements have been made, get instructions on navigating the AFMSRR, or see the latest AFMSRR briefing. If all else fails, please email us!

Administrative and Internal Use Functions

This section provides *Administrative and Internal Use Functions* and will be described in more detail in Chapters 3 and 4.

Propose a Change to a Record

At the bottom of every resource detail page is a graphic to *Propose a Change* for that resource.

NOTE: You must be registered in the AFMSRR before you can propose a change to any resource.

The graphic opens a window containing each field applicable to the resource. Select the field you wish to propose a change for, fill in the required text, and select *Save*. Either the AFMSRR Resource Coordinator or the owner of the resource will be notified of your proposed change by electronic mail. It is their responsibility to accept or reject your proposal and to actually affect the change in   the   catalog.
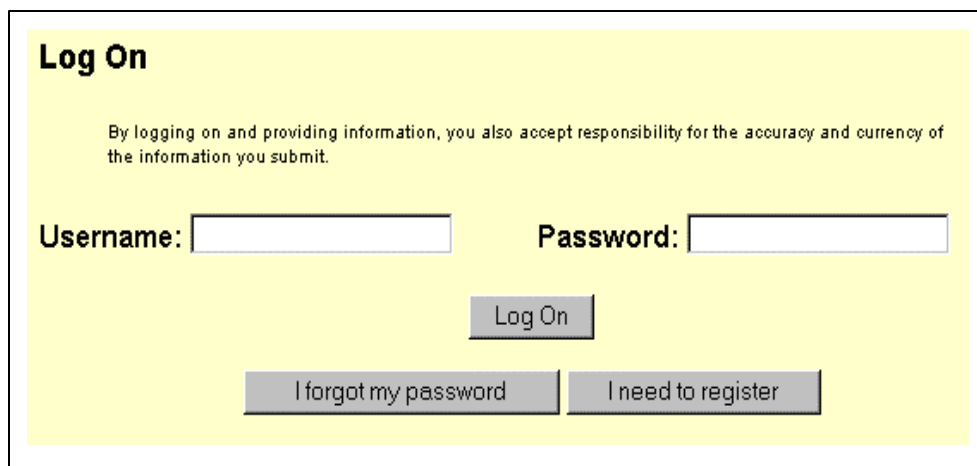
Chapter 3 – Resource Owner Responsibilities

Introduction

As the owner of a resource in the AFMSRR, you are responsible for maintaining the accuracy and currency of the data you submit. The administrative functions described below are available to assist you. Select *Admin* from the Navigation Bar to bring up *Administrative and Internal Use Functions for Registered Users*.

Log On

Before you can perform any administrative function in the system, you must first log on. Select *Admin* from the Navigation Bar and enter your username and password. (If you need to register with the MSRR, please see the Register Yourself section below.)

If you have forgotten your password, you can select the *I forgot my password* button. A window will open prompting you to enter your registered email address. The system will then look up your username and password and send them to you at your registered email address.

Log On

By logging on and providing information, you also accept responsibility for the accuracy and currency of the information you submit.

Username: [   ]   Password: [   ]

[Log On]

[I forgot my password]   [I need to register]

Once your username and password are entered and verified, you will be granted administrative access to the resources you own.

Register Yourself

To register with the MSRR, select *I need to Register*, fill out the form that appears as completely as possible, and select *Save*. You are allowed to choose your own username at this time; however, your initial password will be generated by the system and sent to you at the email address you entered.

Once you receive the initial password, use it in conjunction with the username you just entered to log on to the system. You will be immediately prompted to change your password and log on again using the new password. <u>It is only at this time that your registration is complete.</u>

View Records

Once your username and password are entered and verified, you will be granted access to the *Administrative and Internal Use Functions for Registered Users* page. From here you can review any resources you own or that are pending your approval, edit your own personal information, or check to see if any resources are inbound to you for approval.

Pending

If you are a member of an approval chain, you may have resources waiting your review. To see a listing of all such resources, select *Pending*. Select the title of the resource you wish to review and its detailed information will be displayed.

At the top of the resource detail page is the *Admin Options* pickbox. Two additional options will appear in the pickbox for pending items, *Accept this Resource* or *Demote this Resource.*
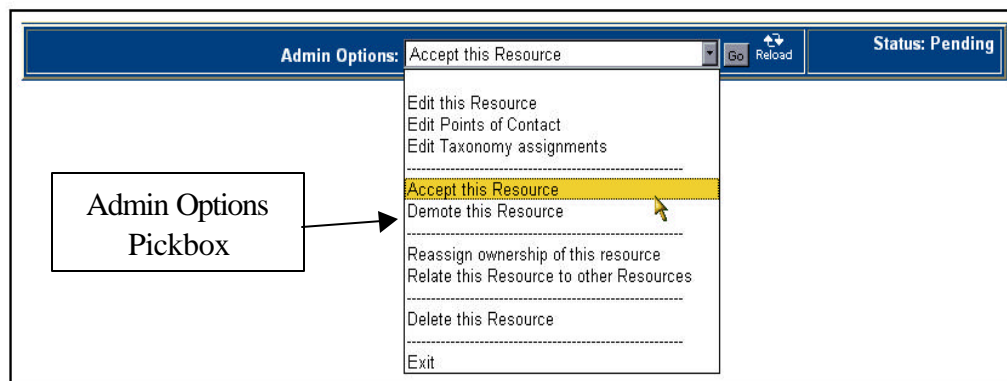
Accept this Resource

If you review the resource and decide it should be included in the AFMSRR, select *Accept this Resource*. The status of the resource will be changed and it will be removed from your pending list. It will be forwarded to the next person in the approval chain. When the last person in the approval chain accepts the resource, it is included in the AFMSRR and is publicly accessible.

Demote this Resource

If you review the resource and decide you need more information from the previous approver or the submitter, select *Demote this Resource*. You will be prompted to enter a short comment. The status of the resource will be changed and it will be removed from your pending list. It will be returned to the previous person on the approval chain for further review and revision.

Accepted

If you need to update the information contained in a resource you submitted, select *Accepted*. This will bring up a page listing all the resources you own that have been approved for inclusion in the AFMSRR. Select the title of the resource you wish to review and its detailed information will be displayed.

At the top of the resource detail page is the *Admin Options* pickbox with the options described below.

Edit this Resource

Selecting *Edit this Resource* brings up a page similar to the initial resource registration form. All fields pertinent to the resource type are displayed, populated with the current data. Edit any field as required then select *Save*.

Edit Points of Contact

It is possible to assign numerous Points of Contact to a single resource. Each POC identified with a resource is displayed on the resource detail page. Selecting *Edit Points of Contact* opens a window populated with any associated POC information. You can edit information pertaining to an established POC, delete a POC, or add a new one. When you are finished, select *Save*.

Edit Taxonomy Assignments

The *Edit Taxonomy Assignments* option is only available for Data Source resource types. When selected, it opens a window populated with the currently defined taxonomy for that resource (identified by red checks). You can remove previous category assignments or identify new assignments by selecting the category title. When you are finished, select *Save*.

Process Proposed Changes

As registered clients browse the resources in the AFMSRR, they are provided an opportunity to propose changes to any resource they view. If a change is proposed to a resource, either the resource coordinator or the resource owner will be notified of the proposal by an electronic mail message and the *Process Proposed Changes* option will appear on the *Admin Options* pickbox.

Selecting *Process Proposed Changes* opens a new window listing all the Proposed Changes for that particular resource grouped by field name and ordered by the date they were proposed. To the left of each proposed change are options to *Delete* or *Apply* the change. If you do not wish to accept the change, select *Delete.* If you do wish to accept the proposed change, select *Apply* and the resource will be automatically updated.

Reassign Ownership of this Resource

You can reassign ownership of a resource you own to any other registered AFMSRR user at any time. Select *Reassign Ownership of this Resource*, select the new owner's name from the window that opens up, and select *Save.* The change is effective immediately. The new owner is notified of the assignment by electronic mail.

NOTE: Changing ownership affects edit permissions. Only the new owner will be able to modify the record from that point forward. The new owner will also be responsible for maintaining the currency and accuracy of the record.

Relate this Resource to other Resources

It is possible to identify relationships among resources stored in the AFMSRR. To accomplish this, select *Relate this Resource to other Resources*. Once the *Relate* window opens, use the main browser to select the resource you would like to associate with the current resource. When you have located the resource you would like to associate, go back to the *Relate* window and select the *Relate* button. The name of the associated resource will appear in the window, and will also appear on the resource detail page under Related AFMSRR Resources.

To remove a related resource, select *Remove* next to the title in the *Relate* window.

Delete this Resource

To delete a resource from the AFMSRR entirely, select *Delete this Resource.* You will be required to enter a brief comment before selecting *Finish.* The resource will be permanently removed.

Exit

When you are finished performing administrative functions for a particular resource, select *Exit*. You will be returned to the *Administrative and Internal Use Functions for Registered Users* page.

Inbound

All resources submitted to the AFMSRR must pass through an approval chain before becoming publicly accessible. A resource moves along the chain from one person to the next for review and acceptance/demotion. An accepted resource moves on to the next person on the approval chain; a demoted resource moves back to the previous person on the approval chain for review and revision. Until a resource reaches you, it is considered "inbound" to you.

If you have been designated a member of an approval chain, there may be resources working through the system on their way to you for review. To see a listing of all such resources, select *Inbound*.

All resources that include you in the approval chain are listed here. In addition to the resource title, sponsor, and summary, the most recent actions taken on the resource are depicted. An arrow next to the submitter/approver's name identifies the current location of the resource.

If desired, you can select the title of the resource to see its detailed information. You can also see all actions taken on the resource since its submission by selecting *View History*.

Edit My POC Information

In addition to maintaining the accuracy and currency of the resources you submit, you must also maintain your own personal data. Select *Edit My POC Information* to update your personal record.

NOTE: In addition to changing such items as your address or phone number, you may also change your username and password on this page.

Log Off

When you are finished performing administrative functions in the system, you must *Log Off*. Your username will disappear from the Username Area underneath the Navigation Bar, and you will be returned to the AFMSRR home page.

Chapter 4 – Resource Coordinator Responsibilities

Introduction

The Resource Coordinator responsibilities are very important to the overall success and ultimate value of the AFMSRR to the AF M&S community.

There are several different levels of Resource Coordinators within the AFMSRR system. There are MAJCOM/FOA/DRU Resource Coordinators and in some cases, Resource Coordinators at lower levels of command as established by the MAJCOM/FOA/DRU. Each of these individuals has AFMSRR permissions allowing them to edit, accept, demote, reassign ownership, and delete as described in *Security Level* later in this chapter. Some Resource Coordinators, normally at the highest command level, also have authorization to change approver/status, view other administrative information, view resource history, and view reports. The Resource Coordinator of the AFMSRR, in addition to performing all of the functions of a resource owner, also is responsible for maintaining the overall system and ensuring the data stored in the system is as accurate and current as possible.

MAJCOM/FOA/DRU Resource Coordinators

These individuals have very important responsibilities in addition to those listed above. They have the final quality control of their command's resources in the AFMSRR. This responsibility includes:

- Assuring command support of the AFMSRR

- Assuring those resources entered in the repository are command authorized

- Assuring all classification and public affairs requirements are satisfied

- Assuring quality personnel are trained as Resource Coordinators at lower levels of command

- Assuring their command resources in the AFMSRR are current and pertinent

AFMSRR Resource Coordinator

This individual has the responsibility for:

- Assuring the AFMSRR satisfies all AF requirements

- Assuring all MAJCOM/FOA/DRU Resource Coordinators are trained to support the AFMSRR

- Assuring a helpdesk is available to support questions from the user community

- Assuring resources in the AFMSRR are current and pertinent

Each level of Resource Coordinator is essential to the overall successful administration of the AFMSRR. Only the most professional and motivated individuals should be selected for these important roles.

The section immediately below describes the functions available to assist you in your duties as a Resource Coordinator. To begin work, select *Admin* from the Navigation Bar to bring up the Administrative and Internal Use Functions for Registered Users page.

Log On

Before you can perform any administrative function in the system, you must first log on. Select *Admin* from the Navigation bar and enter your username and password.

If you have forgotten your password, you can select the *I forgot my password* button. A window will open prompting you to enter your registered email address. The system will then look up your username and password and send them to you at your registered email address.

Once your username and password are entered and verified, you will be granted administrative access to the system.

View Records

Once your username and password are entered and verified, you will be granted access to the *Administrative and Internal Use Functions for Registered Users* page. From here you can review any resource in the system, view any resource pending resource coordinator approval, edit the resource coordinator personal record, or check to see if any resources are inbound to anyone in the entire system for approval.

Pending

If the resource coordinator is a member of an approval chain, there may be resources awaiting approval before progressing to the next person in the chain. There may also be resources that have been submitted to the catalog without a sponsor, or resources that have received proposed changes.

To see a listing of all such resources, select *Pending*. All pending resources will be displayed here, categorized by their specific status: *Pending Resources, Pending Resources without Sponsors,* or *Accepted Resources with*
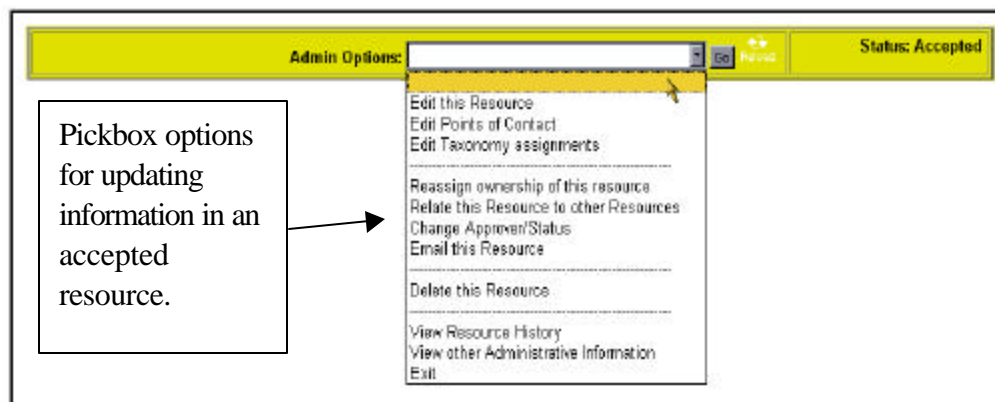
Proposed Changes. Select the title of the resource you wish to review and its detailed information will be displayed.

At the top of the resource detail page is the *Admin Options* pickbox. The options available in the pickbox will vary depending on the resource's specific status and are discussed in detail below.

Accepted

If you need to update the information contained in an accepted resource (one that is publicly accessible), regardless of who owns the resource, select *Accepted*. This will bring up a page listing all the accepted resources currently in the system. Select the title of the resource you wish to review and its detailed information will be displayed.

At the top of the resource detail page is the *Admin Options* pickbox with the options described below.

Pickbox options for updating information in an accepted resource.

Edit this Resource

Selecting *Edit this Resource* brings up a page similar to the initial resource registration form. All fields pertinent to the resource type are displayed, populated with the current data. Edit any field as required then select *Save*.

Edit Points of Contact

It is possible to assign numerous Points of Contact to a single resource. Each POC identified with a resource is displayed on the resource detail page. Selecting *Edit Points of Contact* opens a window populated with any associated POC information. You can edit information pertaining to an established POC, delete a POC, or add a new one. When you are finished, select *Save*.

Accept this Resource

If the resource coordinator is a member of an approval chain, there may be resources awaiting approval before progressing to the next person in the chain. These resources are considered *Pending*. An additional option will appear in the *Admin Options* pickbox for these pending resources, *Accept this Resource*.

If you review the resource and decide it should be included in the AFMSRR, select *Accept this Resource*. The status of the resource will be changed and it will be removed from your pending list. It will be forwarded to the next person in the approval chain. When the last person on the approval chain accepts the resource (this may often be the resource coordinator), it is included in the AFMSRR and is publicly accessible.

If you review the resource and decide you need more information from the previous approver or the submitter, select *Change Approver/Status*. Select the person you wish to have review the resource, enter a short comment, and select *Apply*. The resource will be removed from your pending list and added to the pending list of the person you selected.

Edit Taxonomy Assignments

The *Edit Taxonomy Assignments* option is only available for Data Source resource types. When selected, it opens a window populated with the currently defined taxonomy for that resource (identified by red checks). You can remove previous category assignments or identify new assignments by selecting the category title. When you are finished, select *Save*.

Process Proposed Changes

As other registered clients browse the resources in the AFMSRR, they are provided an opportunity to propose changes to any resource they

view. If a change is proposed to a resource, either you or the resource owner will be notified of the proposal by an electronic mail message (depending on how the Application.cfm file is configured - see Appendix A). The *Process Proposed Changes* option will appear on the admin options pickbox.

Selecting *Process Proposed Changes* opens a new window listing all the Proposed Changes for that particular resource grouped by field name and ordered by the date they were proposed. To the left of each proposed change are options to *Delete* or *Apply* the change. If you do not wish to accept the change, select *Delete.* If you do wish to accept the proposed change, select *Apply* and the resource will be automatically updated.

Reassign Ownership of this Resource

You can reassign ownership of any resource in the system to any other registered AFMSRR user at any time. Select *Reassign Ownership of this Resource*, select the new owner's name from the window that opens up, and select *Save*. The change is effective immediately. The new owner is notified of the assignment by electronic mail.

NOTE: Changing ownership affects edit permissions. Only the new owner will be able to modify the record from that point forward. The new owner will also be responsible for maintaining the currency and accuracy of the record.

Relate this Resource to other Resources

It is possible to identify relationships among resources stored in the AFMSRR. To accomplish this, select *Relate this Resource to other Resources*. Once the *Relate* window opens, use the main browser to select the resource you would like to associate with the current resource. When you have located the resource you would like to associate, go back to the *Relate* window and select the *Relate* button. The name of the associated resource will appear in the window, and will also appear on the resource detail page under Related AFMSRR Resources.

To remove a related resource, select *Remove* next to the title in the *Relate* window.

Change Approver/Status

All resources submitted to the AFMSRR must pass through an approval chain before becoming publicly accessible. A resource moves along the chain from one person to the next for review and acceptance/demotion. An accepted resource moves on to the next person on the approval chain; a demoted resource moves back to the previous person on the approval chain for review and revision.

If you wish to alter the approval path of a resource, either to skip an approver who may be inaccessible for a period of time or to send it back to a previous approver, select *Change Approver/Status*. Select the person you wish to have review the resource, enter a short comment, and select *Apply*. The resource will be removed from its current location and added to the pending list of the person you selected.

NOTE: If the resource had a previous status of Accepted, selecting this option will take it off-line and change the status to Pending. The resource will no longer be publicly accessible.

Changes the Approver and takes an Accepted Resource off-line.

Email this Resource

You have the ability to capture the entire contents of a resource record and forward it in an email message to anyone. Select *Email this Resource*, complete the To address, enter/modify the message content, and select *Send*.

NOTE: It is your responsibility to consider the sensitivity of the information you are about to send before emailing the entire contents of a resource record.

Delete this Resource

To delete a resource from the AFMSRR entirely, select *Delete this Resource*. You will be required to enter a brief comment before selecting *Finish*. The resource will be permanently removed.

View Resource History

Actions and comments entered for a particular resource are recognized by the system and logged into a history table. For example, approvals granted as a resource moves along the approval chain are logged. *View Resource History* allows you to review the milestones and comments recorded for a particular resource.

View Other Administrative Information

View Other Administrative Information opens a small window populated with administrative data regarding the resource. The data displayed varies with the resource type. Typical fields displayed include: View Count, Date Last Modified, Security, IP Address, Last Viewed, Notes, Username, and Password.

NOTE: If you are viewing a POC record, this is a quick way to locate their username and password.

Exit

When you are finished performing administrative functions for a particular resource, select *Exit*. You will be returned to the AFMSRR home page.

Inbound

All resources submitted to the AFMSRR must pass through an approval chain before becoming publicly accessible. A resource moves along the chain from one person to the next for review and acceptance/demotion. An accepted resource moves on to the next person on the approval chain; a demoted

resource moves back to the previous person on the approval chain for review and revision. Until a resource reaches you, it is considered "inbound" to you.

As the resource coordinator you can see every resource working its way through an approval chain by selecting *Inbound*. In addition to the resource title, sponsor, and summary, the most recent actions taken on every resource is displayed. The current location of the resource is highlighted.

If desired, you can select the title of the resource to see its detailed information. You can also see all actions taken on the resource since its submission by selecting *View History*.

If you wish to alter the approval chain path of the resource, either to skip an approver who may be inaccessible for a period of time or to send it back to a previous approver for further review, select *Change Approver*. Select the person you wish to have review the resource, enter a short comment, and select *Apply*. The resource will be removed from its current location and added to the pending list of the person you selected.

Edit My POC Information

In addition to maintaining the accuracy and currency of the resources you submit, you must also maintain the resource coordinator's personal record. Select *Edit My POC Information* to update this record.

NOTE: In addition to changing such items as your address or phone number, you may also change your username and password on this page.

Edit Any POC Record

You have the ability to edit any POC record in the system. Select *Edit Any POC Record* to bring up the Points of Contact page. When you first enter this page, only those records that are publicly viewable in the AFMSRR Directory are displayed. This is indicated by the status in the *View* pickbox at the top of the page. You can change which category of records you view by changing the status in the pickbox to one of the following:

- AFMSRR Directory – displays only those POC records that are publicly viewable in the AFMSRR Directory (see *Registry display* below).

- Not in AFMSRR Directory – displays only those POC records that are NOT publicly viewable in the AFMSRR Directory (see *Registry display* below). These records are marked with a 🚫

- Validated E-mails – displays only those POC records that have validated email addresses (see *Validated email* below).

- Non-validated E-mails – displays only those POC records that do NOT have validated email addresses (see *Validated email* below). These records are marked with a ⚠

- All - displays every POC record regardless of status.
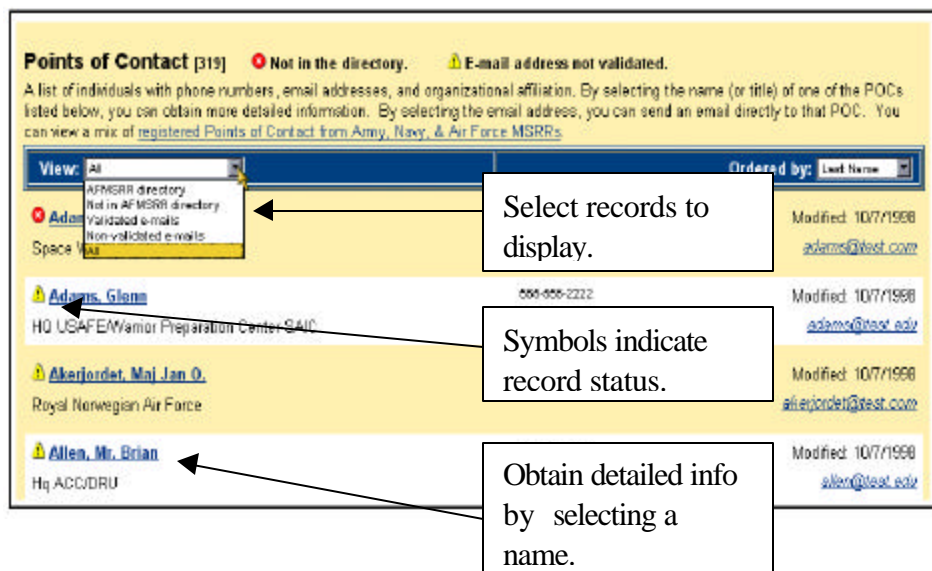
Select the name of the person whose record you wish to modify. In addition to changing any of the usual fields associated with a POC record, you may also change the username, password, registry display, validated email, and security level settings.

- *Registry display* indicates whether or not this record will appear on the browse page for public review.

- *Validated email* indicates whether or not the email address currently on file for a POC is valid.

- *Security level* determines what access rights an individual will have in the AFMSRR.

    ♦ 5 – Default Security Level is the level most typical individuals will require. It allows them administrative access only to the resources they own. Functions

available at this level include *Process Proposed Changes, Edit this Resource, Accept this Resource, Demote this Resource, Reassign Ownership of this Resource, Relate this Resource to other Resources, Delete this Resource,* and *Edit My POC Record*.

♦ 9 – Sponsor Resource Manager is the middle level access available. This allows more access than a typical resource owner but not quite the complete access of a Resource Coordinator. Functions available at this level, in addition to Level 5 functions, include *Email a Resource, Change Approver/Status, View Other Administrative Information, View Resource History,* and *View Reports.*

♦ 10 –Resource Coordinator is the highest level access available. This allows complete access to every resource and system function. Functions available at this level, in addition to Level 5 and 9 functions, include *Email Welcome Message, Create or Modify a Sponsor, Schedule Data Maintenance, Create or Modify an Approval Chain, Edit Any POC Record, Email Registered Users,* and *Modify Field Options*.

Finally, in addition to the *Admin Options* of *Edit this Resource, Delete this Resource, View Resource History, View other Administrative Information*, and *Exit*, you have the additional option to *Email Welcome Message*.

Email Welcome Message

Email Welcome Message allows you to resend the initial message generated by the system when a person registers with the AFMSRR in the event that the original message was not received or was deleted.

System Management

As the resource coordinator of the AFMSRR, in addition to performing all of the functions of a resource owner, you are also responsible for maintaining the overall system. Typical resource coordinator duties include system management functions such as overseeing approval chain and sponsor management, maintaining help file definitions, and ensuring the data stored in the system is as accurate and current as possible.

The administrative functions described below are available to assist you in your duties as resource coordinator.

Chain Management

Every resource submitted to the AFMSRR must pass through an Approval Chain before being accepted for inclusion in the catalog. An Approval Chain consists of all the registered individuals that are defined as having the responsibility of reviewing a new submission prior to its acceptance. Each approver in the chain must approve or demote a resource before it can move on. An accepted resource moves to the next person in the approval chain; a demoted resource moves back to the previous person in the approval chain for review and revision. Once the last person in the chain accepts the resource, it is included in the AFMSRR and is publicly accessible.

The status of a resource as it moves along the Approval Chain can be monitored with the *Inbound* report explained above.

Create a New Chain

To create a new approval chain, select *Chain Management* from the Administrative and Internal Use Functions for Registered Users page, then select *Create a New Chain*. Enter a name for the new chain in the small window that opens and select *OK*.

To assign people to the chain, simply select their name from the *Possible Approvers* pickbox at the top of the page and select *Add*. If you wish to view a personal record before adding someone to the chain, select their name from the pickbox and select *View*.

After selecting *Add*, the person indicated will be shown at the top of the approval chain list. You can change the person's location in the list by selecting either the up or down arrow located to the left of the record. You may delete someone from the list completely by selecting *Remove* next to their record.

As soon as you exit the page, the chain is ready to be assigned to a sponsor. It must be assigned to a sponsor before it is invoked. Instructions on how to complete the assignment are provided under Sponsor Management.

Chain Management
The **Sample Chain** chain is currently not in use.

Help | Clear | Delete | Exit

Possible Approvers: [▼] ADD | VIEW

1 | **Jones, Mr. Joseph**   (407) 555-1111   Modified: 10/2/1998   REMOVE
Simulation Testing   jones@sample.org

2 | **Williams, Jane**   (407) 555-5000   Modified: 10/2/1998   REMOVE
Model & Simulation Office   williams@sample.edu

3 | **Smith, Mr. John**   (407) 555-1111   Modified: 10/2/1998   REMOVE
Software Testing   smith@sample.com

Clear an Existing Chain

To clear the chain of all names, select the *Clear* button at the top of the page. The last approver on the chain will not be removed because there must be at least one person assigned to a chain in order for it to be valid.

| Change order of Approvers. | | Add an Approver or View their POC record. | | Remove an Approver. |

delete the previous one.

Modify an Existing Chain

To modify an existing approval chain, select *Chain Management* from the Administrative and Internal Use Functions for Registered Users page. Select the desired chain name from the pickbox in the middle of the page.

To add people to the chain, simply select their name from the *Possible Approvers* pickbox at the top of the page and select *Add*. If you wish to view a personal record before adding someone to the chain, select their name from the drop down list and select *View*.

After selecting *Add*, the person indicated will be shown at the top of the approval chain list. You can change the person's location in the list by selecting either the up or down arrow located to the left of the record. You may delete someone from the list completely by selecting *Remove* next to their record.

NOTE: Modifying an existing chain will not affect resources previously submitted under, and still progressing through, that chain. Once associated with a chain, a resource stays with that initial chain until it is approved.

Delete an Existing Chain

To delete the entire chain, select the *Delete* button at the top of the page. This removes the chain from the system entirely.

NOTE: You cannot delete a chain that is actively associated with a sponsor. You must first edit the sponsor information and remove the chain assignment.

Also, deleting an existing chain will not affect resources previously submitted under, and still progressing through, that chain. Once associated with a chain, a resource stays with that initial chain until it is approved.

Sponsor Management

Each resource that is submitted to the AFMSRR must be associated with a sponsor. The sponsor is the organization responsible for creating, maintaining, and/or developing the resource. Each sponsor organization is associated with one or more approval chains.

When a resource is submitted to the catalog, a sponsor is selected and the approval chain is automatically identified and invoked.

Create a New Sponsor

To create a new sponsor, select *Sponsor* from the Administrative and Internal Use Functions for Registered Users page, then select *Create*.

Enter a name for the new sponsor in the small window that opens and select *OK*.

- Enter the Sponsorship Title. This is the full name of the organization as it will appear in sponsor drop down menus throughout the system.

- Select a parent organization from the pickbox. A parent organization is the sponsor's higher-level command authority. It is the starting point for the hierarchy of organizations beneath it, and it defines the view presented when browsing by organization.

- Select the sponsor. The sponsor is the entity that granted the organization permission to exist in the AFMSRR. This may or may not be the parent organization. In the case of a top level sponsor, the organization can sponsor itself by:

  - Selecting *This is a Top Level Sponsor* under parent organization, and

  - Selecting *If Top Level* was chosen above, ignore this field under sponsor.

- Enter the sponsor's default approval chain from the drop-down list. This identifies the approval chain that will be invoked every time a resource is submitted under this sponsor. Every sponsor must have a default chain of approvers associated with it. If the chain you want to use does not appear in the list, save the information you have entered and then go to Chain Management to build a new chain.

  Resource Specific chains allow you to specify a different approval chain for each type of resource that is submitted under this sponsor. If no resource specific chains are specified, then the default chain is used.
  Resource specific chains are optional.

When you are finished making changes, select *Next*. The Organization Form will be displayed. Complete all fields as required and select *Submit*. The sponsor has been created.

These fields assign the title, parent and sponsor.

These fields assign an approval chain(s) to the new sponsor.

Resource Specific Chains allow you to assign different chains for different resource types.

Modify an Existing Sponsor

To modify an existing sponsor, select *Sponsor Management* from the *Administrative and Internal Use Functions for Registered Users* page. Select the desired sponsor from the drop down list at the top of the page.

You may change any of the fields as required. Select *Save* when you are finished.

Email Registered Users

As the resource coordinator, you have the ability to send an electronic mail message to every person registered in the AFMSRR. Simply select *Email*

Registered Users from the Administrative and Internal Use Functions for Registered Users page.

You can send an email message to one of three categories of POCs:

- Only those POCs with validated email addresses
- Only those POCs with invalidated email addresses
- All validated and invalidated POCs

Indicate who you wish to send the message to, select the person you want the message coming from, complete the text boxes, and select *Send*. The messages will be sent.

Modify Field Options

In order to provide assistance to AFMSRR users, field names displayed throughout the catalog are linked to a help file. Selecting a field name anywhere in the catalog opens a small window displaying information appropriate to that field.

As the resource coordinator, you have the ability to edit what is shown in the help file window, change the wording of field names that appear on registration or display pages, and change the order of response options that are available for certain field types.

Select *Modify Field Options* to bring up a listing of every field name for all resource types. Select the desired field name. You can now change the options associated with the indicated field, such as: the field name, the text that should display next to this field on the registration/input form, and the contents of the help file window when the field name is selected. Select *Save* when you are finished.

NOTE: These changes will only affect new records or records that are saved after the changes are made.

Select the type of resources to view

Select a field name to modify associated data.

Edit Field Responses

In addition, if a field has a defined number of response options associated with it, you can modify the responses by selecting *Edit field responses*. A new window will open listing all possible responses, which response is the default when the page first displays, the order in which the responses will display, and the searchable text associated with each response (see below). Make the desired changes and select *Save*.

Default Response

The default response is the response that will be pre-selected when the page first displays. Use this field to indicate which response is likely to be the most selected one. This saves the submitter time by not having to select the response each time the form is completed, and it helps ensure the correct response is selected and is not inadvertently left blank.

If there is no one response that is more likely to be selected, or if the field can be left blank, select *No default*. In this case, no response will be pre-selected when the page first displays.

Response Order

You can change the order in which responses display on a page by selecting either the up or down arrow located to the left of each response record.

Searchable Text

There are many fields throughout the AFMSRR that only require radio button or checkbox responses, for example Data Dictionary. The submitter only has to select one of three radio buttons for an answer (Yes, No, Planned). When the response is stored in the database, a numeric value associated with each response is stored, not the text string.

If someone wants to search the catalog at a later time and retrieve all records that have Data Dictionaries marked yes, there would be no mechanism to locate that data since only a numeric value is stored. However, by entering a series of text strings similar to the original response in the Searchable Text field associated with this question, these records would be located. In this example, an appropriate entry for this field would be Data Dictionary.

Modify Field Options for "Data Dictionary"

Fields marked with [R] must be completed prior to submitting the form.

Required: No
Type of field: Radio
Used by the following resource types: Data Sources

Field Responses: *Edit Field Responses*
You can set the default response, edit the searchable text (text that is searched if a response is selected), and change the display order.

[R] **Field Name:** Data Dictionary — Name the field here.

Input Field Description:
To display something other than the field name on the input form, enter that text below. To add a link to the field definition, put 2 pairs of square brackets around the word(s) you want linked to the help file contents (e.g., indicate the [[Sponsor]] - Sponsor will be linked).

— Add text or a link to display on the input form.

Click here to determine the character count of the above entry (235 char max).

Field Definition:
This text appears in the help file.

States whether a data element dictionary exists: Yes, No, Planned.

— Add a definition or other text for display in the help file.

Save   Exit

Schedule Data Maintenance

As the resource coordinator, you are responsible to ensure the data stored in the AFMSRR is as accurate and current as possible. The Schedule Data Maintenance section provides you the ability to define what is considered a "current" resource or POC and automatically notify owners of resources identified as out of date.

Each time a resource or POC record is saved in the AFMSRR, a field associated with that record, called Date Last Modified, is updated to the date it was saved. Then a nightly system process is run that subtracts the Date Last Modified for each resource from the current date. If the difference between the dates is greater than the figure established by the resource coordinator, the resource is identified as out of date (not current) and an email is sent to the resource owner.

A report of all resources identified as out of date is available by selecting *View Reports – Out of Date Resources*.

Schedule Data Maintenance

Data integrity in the AFMSRR is ensured through periodically generated emails.

Resource Currency:
Sends an email to the owner of all records where the number of months since the date last modified is greater than the value set in the *Number of months between notification*. The system will continue to send email to the owner until the owner reviews the resource to ensure it's validity and selects the *Save* button to update the date last modified value. You can force an immediate **verification of resource currency NOW**. A **report of out-of-date resources** is also available.

Number of months between resource notifications:
- 3 months - 6 months ⦿ 12 months - 18 months - Never

Number of months between reminders of unconfirmed notifications:
⦿ 1 month - 3 months - 6 months - 9 months - Never

POC Validity: (for email validity)
Sends an email to all registered users within the AFMSRR to confirm that his/her email address is still valid. If the email reaches the POC, everything is OK and they are told to delete the message. All emails that do not reach the POC or "bounce" will be returned to the email address you specified to send the notification from (see below). It is your responsibility to follow up on the bounced email. You can force an immediate **verification of POC emails NOW**.

Number of months between POC notifications:
- 3 months - 6 months - 12 months ⦿ 18 months - Never

Administrator Email:
Which email address would you like the notifications above to come from? (limited to POCs with a security level of 10)

[AFMSRR Resource Coordinator ▾]

[Save] [Exit]

Verify a POC immediately.	Set the time interval at which resources are considered out of date.	Verify resource currency immediately.

Resource Currency

If you wish to configure the system for automatic resource owner notification, complete the following fields:

- Number of months between resource notifications. This is the figure used by the system to determine whether or not a resource is current. If the difference between the Date Last Modified and the current date is greater than the number selected here (3, 6, 12, or 18 months), the resource is identified as out of date, and an email message is sent to the resource owner.

  If you do not wish to use this feature, select *Never*.

Example: The current date is September 1, 1998. The Date Last Modified of a resource is June 2, 1998. The number of months between notifications has been set at 3. The difference from June 2 to September 1 is 91 days (more than 3 months). This resource is not current. An email message will be sent to the owner on September 1.

- Number of months between reminders of UNCONFIRMED notifications. Once a resource has been identified as out of date, an email message is sent to the resource owner asking them to log on to the AFMSRR and review the resource for validity. They are asked to make any necessary changes and save the record, which updates the Date Last Modified. If the record is not updated within the number of months selected here (1, 3, 6, or 9 months) from the date of the original message, a reminder message will be sent to the owner. Reminder messages will continue to be sent at the selected interval until the Date Last Modified is updated.

Example: The current date is October 1, 1998. The Date Last Modified of a resource is June 2, 1998. The number of months between notifications has been set at 3. The number of months between reminders of unconfirmed notifications has been set at 1.

The difference from June 2 to September 1 is 91 days. This resource is not current. On September 1 an email message will be sent to the owner. If the record is not updated by October 1, a reminder message will be sent to the owner. Reminder messages will continue to be sent every month until the Date Last Modified is updated.

Verify Resource Currency Now

In addition to the process that runs nightly to check for out of date resources, you have the option to *immediately verify resource currency*. When this link is selected, the functions described in Resource Currency above are run immediately.

```
-----Original Message-----
From: XXXResource Coordinator [mailto:rcoordinator@ist.ucf.edu]
Sent: Friday, October 02, 1998 4:02 PM
To: smith@sc.ist.ucf.edu
Subject: MSRR Resource Validity Notification [WEB_T_1000004]


Mr. Smith,

This message serves as notice that Test Resource has not been updated since 10/02/1997.

As the owner/submitter you are responsible for the accuracy and validity of the information
contained in the MSRR about this resource.

Please go to: http://testdomain/xxxmsrr/Login.cfm?RID=WEB_T_1000001 to review this record. You
can make whatever changes you deem appropriate by selecting "Edit this Resource" from the
pickbox at the top of the page.  Finally, after all changes have been made, select the "Save"
button at the bottom of the page.  (Note, if no changes, save anyway.)  This will automatically
update our records.

Thank you,
     XXXResource Coordinator
```

Sample email message sent to resource owner   to verify resource currency.

POC Validity

If you wish to set the number of months between POC validity checks, complete the following field:

- Number of months between POC notifications. This is the figure used by the system to send email messages to all registered POCs (3, 6, 12, or 18 months). If the message reaches the POC, no action is taken. All emails that do not reach the POC ("bounce") will be returned to the email address you specified at the bottom of the page.

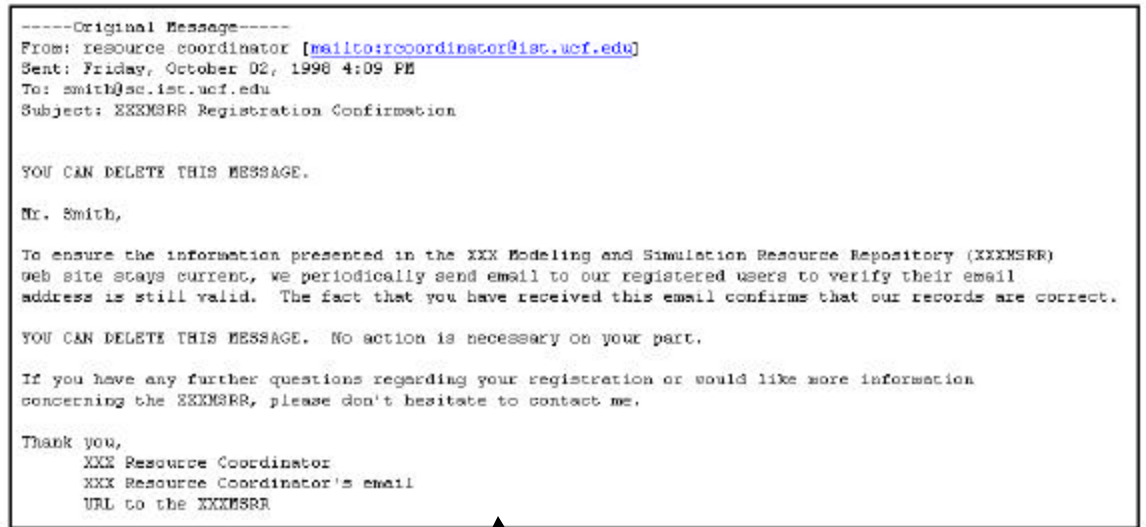 If you do not wish to use this feature, select *Never*.

  NOTE: No further action will be taken by the system when a message bounces; it is up to the resource coordinator to determine why the message bounced and to take corrective action (call the POC, etc).

Verify POC Validity Now

In addition to the process that runs nightly to check for out of date POC records, you have the option to *immediately verify*

POC validity. When this link is selected, the functions described in POC Validity above are run immediately.

```
-----Original Message-----
From: resource coordinator [mailto:rcoordinator@ist.ucf.edu]
Sent: Friday, October 02, 1998 4:09 PM
To: smith@sc.ist.ucf.edu
Subject: XXXMSRR Registration Confirmation


YOU CAN DELETE THIS MESSAGE.

Mr. Smith,

To ensure the information presented in the XXX Modeling and Simulation Resource Repository (XXXMSRR)
web site stays current, we periodically send email to our registered users to verify their email
address is still valid.  The fact that you have received this email confirms that our records are correct.

YOU CAN DELETE THIS MESSAGE.  No action is necessary on your part.

If you have any further questions regarding your registration or would like more information
concerning the XXXMSRR, please don't hesitate to contact me.

Thank you,
     XXX Resource Coordinator
     XXX Resource Coordinator's email
     URL to the XXXMSRR
```

Email message sent to POC to verify email address.

View Reports

This is where you can get a visual representation of the data in the AFMSRR. These reports are created dynamically upon request to ensure the report contains the most up to date information.

Pending Items

This pie chart displays the break down of records that are in the process of review/approval, "Pending".

Accepted Items

This pie chart displays the break down of records that have been approved for inclusion in the AFMSRR, "Accepted".

All Items 3-D

This 3-D bar graph superimposes the "Pending" and "Accepted" records on the same graph.

Points of Contact

A bar chart summing the number of Points of Contact that have registered within the last year, broken out by month.

Statistics

A total count of how many times each resource has been viewed.

Statistics by Type

Total counts for how many times each resource type has been viewed.

Out of Date Resources

View all resources that have been identified as out of date (see Schedule Data Maintenance).

Log Off

When you are finished performing administrative functions in the system, you must log off. Your username will disappear from the Username Area underneath the Navigation Bar, and you will be returned to the AFMSRR home page.

Chapter 5 – Troubleshooting

Connectivity Errors

If you are having trouble with your modem connection, system configuration problems (incorrect installation), network difficulties may be the reason. System firewalls for security might also be a problem with external connections.

Check the appropriate user manual or your network administrator for assistance.

If the system and network are configured correctly, the connection problem may be beyond your control (the weather, for example). Try connecting again at a later time. Other common problems with TCP/IP and modem connections include the following:

- Use of a digital or public exchange line. Verify that you are using an analog phone line.

- Line interference. Verify that you do not have anything near your phone line that would cause large electromagnetic fields or that can generate line noise.

- Line connect speeds less than rated speed for modem. This can be due to line quality or to an improper software configuration for your modem.

- Modem busy or not responding. If you have been using other software on a computer that uses the modem, such as electronic mail or fax programs, recommend closing all such software and restarting with only the network and web browser software open.

- Connection lost. This can either be due to a line problem or you may have a SLIP or PPP time-out feature activated in your network interface software. Verify that the time-out feature is set where you want it. Remember that the connection may be terminated after a preset period of inactivity. If you encounter a line problem, try connecting again. If the problem persists, try another line.

Web Browser Errors

If you are failing to connect to a WWW or FTP site, check to ensure the URL was entered correctly. URLs are usually case sensitive after the domain name (e.g. everything after "http://www.abc.def.xyz/" requires the entry to match case exactly). If this doesn't solve the problem, check the browser configuration settings.

On-screen tables and forms occasionally do not appear as they were designed to. The browser you are using may not comply with the latest HTML standard or may have a different way of representing tables or forms. Even if the on-screen representation varies from that presented in this guide, it should still function.

If connection to the AFMSRR results in a blank page review the following actions for your specific browser.

Microsoft Internet Explorer (MSIE) v3.x or higher

> MSIE version 3.x requires the ActiveX components to be turned ON in order to provide support for the numerous JavaScript used throughout the site. These can be checked from the view/Options/Security menu on MSIE.

Netscape Navigator (NN) 3.x or higher

> JavaScript must be enabled. They are found under the edit/advanced menu in Communicator 4.x. In earlier versions, JAVA enable is found under the options/network/languages menu. Generally JAVA is enabled as the default.

Make sure you have configured your browser correctly when using it to send mail.

It is very common to get a message such as "DNS entry not found" or "network socket unavailable." DNS stands for "domain name server." A DNS translates a domain name such as "www.abc.def.geh" into its numerical IP address "111.222.333.44". If you get a DNS error message when you try a link, try it again. If you still get the "DNS entry not found" error message, try again a few minutes later. If that fails and you know the IP address, enter the IP address on the address line instead of the domain name. You should get a connection.

Another common problem that you may encounter from within your web browser is an unusually long delay when you select a link. Most browsers show a status line on the bottom of the page that will indicate that you are "looking up host," "contacting host," "host contacted, waiting for reply," or "transferring data." If your browser status line indicates that you are in any status other than "transferring data" mode for more than ten to fifteen seconds, select the browser "stop" button and try the link again.

RAM Limitation Errors

Your computer may lock up if you have too many windows open while running network interface software and a web browser. Try closing all other applications and running only the network interface software and the web browser.

A typical message for a RAM problem is a "windows application" error or "windows socket" failure. If you get an Error dialogue box that includes an Ignore button, select it first before rebooting. If your computer locks up, reboot and try again. If the problem persists verify that you are not running RAM resident programs, try reducing the size of your memory cache, and deactivate unnecessary drivers. Consult your system's user manual before modifying system configuration files.

If your system regularly becomes unstable, check for the presence of a virus.

Glossary

AFMSRR. A web-based application that provides users the ability to search or browse a catalog of records containing descriptions of models, simulations, databases, tools/utilities, standards, publications, points of contact, and related web sites.

Analog Line. A standard phone line, as opposed to a digital phone line.

Approval Chain. An approval chain consists of all the registered individuals that are defined as having the responsibility of reviewing a new submission prior to its acceptance into the AFMSRR. A resource moves along the chain from one person to the next for review and acceptance/demotion. An accepted resource moves on to the previous person in the approval chain; a demoted resource moves back to the previous person in the approval chain for review and revision. Once the last person in the chain accepts the resource, it is included in the AFMSRR and is publicly accessible.

Baud Rate. The number of bits per second (BPS) that a modem can send or receive information.

Bookmark. A feature provided by many web browsers enabling you to permanently save the address of an Internet site. Once an address is saved as a Bookmark, selecting the Bookmark will automatically connect you to that Internet location.

Browse. A method of viewing data without having to run searches or complex queries against the database.

Bulletin Board Systems (BBS). A computer network that enables members to engage in discussions and to upload and download files. Some BBS are free and some charge a monthly fee.

Checkbox. Displayed on a web page as a simple box that can be checked or empty; used to indicate yes/no values.

Delete. Permanently removes a resource from the system.

Demote. The process of moving a resource back to the previous person in the approval chain for review and revision.

Domain Name Server. A machine whose job is to translate a server name into an IP address (number). The translation is done with a system called Domain Name System (DNS).

Drop Down Box. Displayed on a web page; provides a list of acceptable values for a field.

Electronic Conference. A computerized mailing list dedicated to disseminating information on a certain topic. Subscribers to a conference receive a copy of all messages sent by other subscribers. Messages show up in your e-mail inbox.

Email. An electronic mail message sent across a network, such as an Internet.

Exit. When you are finished performing administrative functions on a resource, select *Exit* from the Admin Options pickbox. You will be returned to the AFMSRR home page. You will NOT be logged off.

External Search. Allows a user to search beyond the current AFMSRR into other specified modeling and simulation resource repositories.

FTP (File Transfer Protocol). A method for transferring files between computers connected to a network, such as the Internet.

Gopher. A search tool used for locating Internet resources. Gopher has decreased in popularity with the advent of hypertext and the WWW.

Home Page. The first screen you encounter when connecting to a web site.

HTML (HyperText Markup Language). The formatting language used to create hypertext documents for use on the WWW. With HTML formatting tags, you can apply style attributes to text and graphics as well as create hypertext links to other documents.

Hypertext. Text that links to other HTML documents or to another location in the same document. Hypertext links appear as underlined text (in graphical browser) or highlighted text (in text browsers). Selecting a hypertext link connects you to the linked resource.

Inbound. Resources that have not yet reached a person on an approval chain are classified as inbound for that person. These resources may be viewed by selecting *Inbound* from the *Administrative and Internal User Functions for Registered Users* page.

Internet Address. The location of an information resource on the Internet. An Internet address, often called a URL, is divided into three separate fields: protocol, host address, and file path name.

Internet Protocol (IP) Address. A unique number assigned to every machine connected to the Internet to ensure proper routing. An IP address, often called a "dotted quad," consists of four parts separated by dots (127.234.222.378).

Key Word Search. A search performed by entering a word or string of words into an Internet search engine.

LAN (Local Area Network). A network of computers in the same location such as a university. Often times, LANs are connected to the Internet, giving every user on the LAN direct access to the Internet.

Link. Displayed on a web page as a button or underlined word; when selected it takes the user to the referenced web page.

Log Off. When you are finished performing administrative functions in the system, you must log off. Your username will disappear from the Username Area underneath the Navigation Bar and you will be returned to the AFMSRR home page.

Log On. Before you can perform any administrative function in the system, you must first log on. Select *Admin* from the navigation bar and enter you username and password.

Modem. Hardware used to connect computers to the Internet over telephone lines.

MSRR Nodes. Modeling and Simulation Resource Repository Nodes. These are web sites containing modeling and simulation resources in support of military assessments, training, and acquisition.

Navigating. How you move through the AFMSRR. Instructions are available from the Navigation Bar under *Assistance*.

Navigation Bar. Contains links that provide access to different components of the AFMSRR application. Located vertically on the left-hand side of the page.

Page. See Web Page.

Password. The password is used in conjunction with the username to submit resources and to gain access to the metadata of some restricted resources. The first time you register, the system will generate a password for you and send it to your email address. Follow the instructions in the email to finish your registration. If you forget your password, you can select *I forgot my password* button and the system will look it up and send it to you at your registered email address.

Pending. Resources waiting for review and acceptance. Select *Pending* to view resources not yet accepted.

POC. Point of Contact. The person to contact for questions related to a specific AFMSRR resource. It is possible to associate more than one POC with a resource. Available POC types include Technical POC, Subject Matter Expert, Developer, Configuration Manager, Accrediting Agency, Verification Proponent, Validation Proponent, Oversight Organization, ADS POC, ADS Organization, Oversight POC, and Data Dictionary Proponent.

PPP (Point-to-Point Protocol). A protocol used to support communications over serial (dial-up) lines. PPP connections are similar to SLIP connections, but PPP has more standardized protocol specifications. In recent years, PPP has become more popular than SLIP.

Proposed Changes. Suggestions provided by registered AFMSRR clients as they browse through resources. It is the responsibility of the resource owner to accept or reject proposed changes and to actually affect the change in the AFMSRR.

Register. The process of submitting information to the AFMSRR.

Register Yourself. You must register yourself prior to registering any other resource type in the AFMSRR. Fill out the registration form as completely as possible and select *Save*. You are allowed to choose your own username at this time; however, your initial password will be generated by the system and sent to you at the email address you enter. Once you receive the initial password, use it in conjunction with the username you just entered to log on to the system. You will be immediately prompted to change your password and log on again using the new password. It is only at this time that your registration is complete.

Registry Display. A setting that indicates whether or not a POC record will appear in the POC browse section of the web site. If set to no, the record is not displayed but could be located if a search is performed.

Relate. The process of associating and identifying relationships among resources stored in the AFMSRR. To accomplish this, select *Relate this resource to other resources* from the *Admin Options* pickbox and follow the instructions provided.

Reports. A visual representation of the data in the AFMSRR.

Resource Coordinator. The person responsible for maintaining the overall AFMSRR application.

Resource Owner. The person responsible for maintaining the accuracy and currency of the resources they submit to the AFMSRR.

Search Engine. A program designed to locate information on the Internet. Entering a query (a word or string of words) into a search engine will return a series of hypertext links pointing to information related to the query. Popular search engines include Alta Vista, Infoseek, and Lycos.

SLIP (Serial Line Internet Protocol). A protocol similar to PPP used to support communications over serial (dial-up) lines.

Sponsor. The organization responsible for creating, maintaining, and/or developing a resource. Each sponsor is associated with one or more approval chains.

Standard Search. Search only the current AFMSRR resources.

Taxonomy. A hierarchical or subject area view of the AFMSRR resources.

TCP/IP (Transport Control Protocol/Internet Protocol). A communication protocol used to package data for transfer over the Internet. A computer that is an Internet provider requires only a TCP/IP connection. A dial-up connection requires a SLIP or PPP connection in addition to a TCP/IP connection.

TCP/IP (Transport Control Protocol/Internet Protocol). A communication protocol used to package data for transfer over the Internet. A computer that is an Internet provider requires only a TCP/IP connection. A dial-up connection requires a SLIP or PPP connection in addition to a TCP/IP connection.

Text Box. Displayed on a web page; used as an area in which users enter or edit information.

Telnet. A program that enables you to log into or connect to a computer system located at another site. Once a connection is made, you are able to work directly on that computer system.

Tri-Service MSRR. Refers to the cooperative effort of the Air Force, Army, and Navy to create an MSRR as part of the DoD MSRR. Each of the nodes in the Tri-Service MSRR have a similar look and feel for better sharing of information. The Tri-Service capability is most evident in the *External Search* section where you can simultaneously search the repositories of all of the above services.

URL (Uniform Resource Locator). A URL is an address specifying the type and location of an information resource on the Internet. More simply stated, a URL is a pointer or link to different locations on the Internet.

Usenet. A world-wide computerized system of discussion groups, called "newsgroups," organized by topic. Newsgroup messages are available to all members of the group, and most groups are on the Internet.

Username. A unique identifier for a POC, used in conjunction with a password, to control privileges (see Password).

Validated Email. A setting that indicates whether or not the email address currently on file for a POC is valid.

Web Browser. A program (software) used to access and view information resources on the WWW. Graphical web browsers allow you to view graphics as well as text. Text browsers allow you to view only text. FTP and Gopher sites are accessible via web browsers.

Web Page.   One of several pages that make up a web site. Web pages are hypertext documents. A site's primary web page is also referred to as its "home page."

Web Site. A collection of information resources on the WWW maintained by an individual, corporation, or public institution.

Windows. A computer operating system produced by Microsoft.

World Wide Web (WWW).   An Internet service enabling users to retrieve (via hypertext links) and view text and graphics from Internet sites. The WWW offers access to FTP and Gopher sites.